



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
WORKSHOP PRODUCTION SUPERVISOR	31	G	9.479

DEFINITION OF THE CLASS:

Under general supervision, Workshop Production Supervisors supervise the workshop production in the Vocational Assessment Center which provides a setting for assessment of the abilities and limitations of disabled clients; participate on the multi-disciplinary rehabilitation team; supervise subordinate staff and clients performing production work; and perform related work as required.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Incumbents review contract requirements to determine the most efficient methods to meet production schedules by determining: the scope of the work; the resources required to complete the contract; the most efficient layout for the required tasks; the number of workers and work stations required to complete the tasks; and any fixtures needed to assist the assembly process.

Consult with the vocational evaluation staff regarding the special considerations and physical limitations of the clients and the emphasis of each worker's evaluation plan in order to structure work assignments and work stations to meet the needs of the client, the evaluation plan and the work contract.

Orient clients to the workshop by: explaining policies, procedures and safety rules; introducing clients to their work stations; providing verbal and visual instruction of each step of the assigned tasks; observing clients performing the tasks; and periodically reevaluating client performance to determine the quality of performance and the need for further instruction. Moves clients to new work sites and new tasks as needed to accommodate the goals of the evaluation plan.

Observe clients in the work setting and communicate observations to the vocational evaluation staff with regard to the clients' comprehension and ability to follow instructions, clients' ability to retain what is learned, clients' physical performance and work habits, clients' interaction with the supervisor and co-workers, clients' attendance and conformity to the rules, and any unusual events which reflect on clients' performance and/or behavior.

Participate in weekly inter-disciplinary team meetings to provide feedback relative to clients' performance, behaviors, work quality and production and to become familiar with the emphasis of adjustment plans and any modifications necessary to achieve desired results.

Initiate contact with potential job contractors; meet with contractors to discuss contract requirements; and develop bids for contract activities based on the assessment of work demands, time frame requirements, work space and storage needs and tools, equipment and production materials needed. When work samples are available, conduct time and motion studies to establish the production rates and labor costs for each activity.

Establish quality controls and delivery schedules; formulate clients' wages based on piece rates; develop and maintain weekly payroll for each client participating in the work program; maintain accurate records of all contract activities; and review production reports to determine cost efficiency and identify changes necessary for future contract bids.

EXAMPLES OF WORK: (cont.)

Supervise the Workshop Assistant, who supports contract operations, picks up and delivers production materials, supervises clients' working on the production line and maintains production equipment. Supervisory responsibilities include providing input toward employee selection, providing training and employee development, assigning and reviewing work, developing work performance standards, conducting performance appraisals and initiating first-level disciplinary actions.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Working knowledge of production unit policies, procedures and safety rules. General knowledge of the rehabilitation process applicable to work sample, work adjustment and work readiness principles, practices, methods and techniques. General knowledge of the physical limitations of a variety of disabling conditions. General knowledge of medical terminology sufficient to read and understand client referral data. General knowledge of work site modification methods sufficient to alter work stations for clients with special needs and limitations. Working knowledge of Department of Labor standards in regard to sub-minimum wages and bidding contracts. Working knowledge of supervisory principles and practices.

Ability to observe rehabilitation clients in a production setting and report on their progress toward work sample objectives. Ability to set up work stations and assign work to rehabilitation clients based on clients abilities and limitations, goals of the adjustment/evaluation plan and contract requirements.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

General knowledge of methods of costing work as practiced in private industry. General knowledge of employment demands in a production setting. Working knowledge of construction techniques and mechanical repair.

Ability to add, subtract, multiply and divide whole numbers, fractions and decimals to compute contract costs. Ability to verbally and visually instruct simple and complex work tasks. Ability to effectively interact with persons from various social, economic and educational levels. Ability to analyze worker performance in a production setting with regards to accuracy and efficiency. Ability to analyze assembly layouts to determine tool, work station, material and placement requirements.

Skill with tools and materials sufficient to design, build and modify work stations.

EDUCATION AND/OR WORK EXPERIENCE:

I

Graduation from high school and three years of experience in the manufacturing of finished products, one year of which must have been in a production supervisory role and included determining production requirements and costs, instructing work tasks, and analyzing worker accuracy and efficiency; OR

EDUCATION AND/OR WORK EXPERIENCE: (cont.)

II

An equivalent combination of education or experience which provided the applicant with the entry level knowledge, skills and abilities. Two years of college course work with an emphasis in business management or industrial technology may be substituted for one year of experience, however, one year in a production supervisory role is required.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

ESTABLISHED:	<u>9.479</u>
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